

## APPENDIX A

### Article 12 – Officers

#### Terminology

*References:*

*Chapters 8 and 9, DETR Guidance*

#### 12.1 Management Structure

- (a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) **Chief Officers.** The Council will engage persons for the following posts, who will be designated chief officers:

Post	Functions and areas of Responsibility
Chief Executive	Overall corporate management and operational responsibility (including overall management responsibility for all officers) Provision of professional advice to all parties in the decision-making process. Together with the monitoring officer, responsibility for a system of record keeping for all the Council's decision. Representing the Council on partnership and external bodies (as required by statute or the Council).
Director of Service Delivery	All matters relating to local-service teams, including delivery of: reception services, housing management, planning and building control, environmental health, benefits, local taxation, waste, recycling, street services, buildings and facilities management.
Director of Business Strategy and Development	All matters relating to maintaining and reviewing all Council policies, opportunities for business development, partnerships and external funding, and major projects.

<b>Post</b>	<b>Functions and areas of Responsibility</b>
Director of Corporate Services	All matters relating to internal services: legal, communications, corporate support, accountancy and financial services, IT, human resources and democratic services.

(c) **Head of paid service, monitoring officer and chief financial officer.**

The Council will designate the following posts as shown:

<b>Post</b>	<b>Designation</b>
Chief Executive	Head of Paid Service
Corporate Head - Legal and Democratic Services	Monitoring Officer
Head of Legal Services	Deputy Monitoring Officer
Director of Finance	Chief Finance Officer
Head of Finance	Deputy Chief Finance Officer

Such posts will have the functions described in Article 12.2–12.4 below.

(d) **Structure.** The head of paid service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers.

This is set out at Part 8 of this Constitution